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PUBLIC EMPLOYMENT  
RELATIONS BOARD

**MASTER  
CONTRACT  
AGREEMENT  
2007-2008**

**BETWEEN**

**THE**

**WOODWARD-GRANGER**

**COMMUNITY SCHOOL DISTRICT**

**AND**

**THE**

**WOODWARD-GRANGER**

**SUPPORT STAFF ASSOCIATION**

**(WGSSA)**

## **ARTICLE I PREAMBLE**

This agreement is made and entered into between the board of education of the Woodward-Granger Community School District (hereinafter referred to as the "employer") and the Woodward-Granger Support Staff Association (hereinafter referred to as the "association").

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

## **ARTICLE II RECOGNITION**

The Woodward-Granger Community School District Board of Directors (hereinafter referred to as the "employer"), recognizes the Woodward-Granger Support Staff Association (hereinafter referred to as the "association"), an affiliate of the Woodward-Granger Education Association, Iowa State Education Association, as the certified and exclusive bargaining representative for all personnel set forth as included in the PERB decision and order (Case #964), dated June 22, 1977.

The unit described in the above certification is as follows:

Included: All full-time and regular part-time non-certified employees of the Woodward-Granger Community School District, including cooks and helpers, custodians, bus drivers, Associates I, Associates II, Associates III, paraprofessionals, secretaries, maintenance workers, interpreters and clerical workers.

Excluded: board secretary, superintendent, principals, professional employees, superintendent's secretary, and all those excluded by Section 4 of the Act.

## **ARTICLE III ACCESS TO COMMUNICATION Board-Association Relations**

The association shall be furnished upon request, routinely and regularly, prepared information concerning the financial condition of the school including monthly financial reports and adopted budgets. The employer agrees to provide the association secretary a copy of the agenda, board minutes, and any personnel policy affecting employees. Nothing herein shall require the administration to research and assemble information.

## **ARTICLE IV DUES DEDUCTION**

### **4.1 Authorization**

Any employee who is a member of the association, or who has applied for membership may sign and deliver to the board an itemized assignment authorizing payroll deduction of association dues.

### **4.2 Time Limit and Pro-ration**

A new dues check-off card must be filed with the board secretary yearly. All cards must be filed by September 5th each year. It is the responsibility of the association to inform members of the dues deduction system and to provide the necessary authorization cards for the deduction. New employees who begin dues deduction after September shall have the total dues pro-rated on the basis of the remaining months of employment through June. The school is not involved in collecting initiation fees, special assessments, back dues, fines, or similar items under the definition of "dues".

### **4.3 Regular Deduction**

Pursuant to a deduction authorization, the board shall deduct one tenth (1/10) of the total dues from the regular salary pay of the employee each month for ten (10) months, beginning in September and ending in June of each year.

### **4.4 Indemnity Clause**

The association agrees to indemnify and hold harmless the board, each individual board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs arising out of the application of the provision in the agreement between the parties for dues deductions.

### **4.5 Termination**

The association shall be notified fourteen (14) days in advance of any termination of employment by any employee who has authorized dues deductions.

### **4.6 Transmission of Dues**

The board shall transmit to the association the total monthly deduction for employee dues within fourteen (14) school days following each regular pay day, and a listing of the employees for whom deduction was made.

### **4.7 Other Payroll Deductions**

Upon appropriate written authorization from the employee, the board shall deduct from the salary of any employee and make appropriate remittance for annuities, insurance, and any other deductions jointly approved by the association and the board.

**ARTICLE V**  
**NON-INTERRUPTION OF SERVICES**

**5.1 Facilities and Equipment Usage**

The association may have the right to hold a reasonable number of meetings on school property after regular school hours, provided such meetings in no way interfere with any aspect of the working day. Such meetings will be scheduled with the district office.

The association may have the right to hold two (2) regular two (2) hour meetings each year at the same time WGEA meetings are held or on other early dismissal days. All members will be allowed to attend without loss of pay. The purpose for such meetings will be coordinating work efforts and improving communication between the two sites. All workers will make arrangements to get required work done so as not to cause the district any extra cost or to have interruption of any kind.

Any visitor to the school must obtain permission from the building principal or his/her designee before they talk to staff members during working hours.

Duly authorized representatives of the association and their respective affiliates shall request permission, through the principal, to talk to any employee on school property during work hours.

**ARTICLE VI**  
**GRIEVANCE PROCEDURE**

**6.1 Definitions**

**A. Grievance**

A grievance shall mean only an unresolved claim stating there has been a violation or misapplication of any of the provisions of this agreement.

**B. Grievant**

A "grievant" is the person(s) or association making the claim.

**C. Party in Interest**

A "party in interest" is the person(s) making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim

**6.2 Purpose**

The purpose of this procedure is to resolve, at the lowest possible level, claims that may arise under the agreement. All parties agree that these proceedings should be kept as informal and confidential as may be appropriate at any level of the procedures.

**6.3 Individual Freedom Clause**

The terms of these grievance procedures shall in no way negate the rights of any individual from meeting privately to process a grievance, at either informal or formal stages of the grievance procedures. This shall include, however, at the option of the grievant, the right of accompaniment of representatives of their choosing.

**6.4 Limitations**

**A. Time Limits**

All grievances must be presented within fourteen (14) working days of the alleged violation or misapplication of any of the provisions of this agreement. The time lines specified may be extended by mutual agreement.

**B. Failure to Act**

The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

**C. Processing of Grievance**

It is agreed that any investigation or other handling or processing of any grievance by the grievant shall be conducted before or after the school day schedule established for students, provided that grievances may be filed during the period of 8 a.m. to 4 p.m., but not during student contact hours.

**D. Refiling of Grievance**

If any grievance has been denied because it has not been filed in the proper manner, the grievant will be informed of the correct procedure and an additional fourteen (14) calendar days will be allowed to refile.

**6.5 Procedures**

**A. Level One - Principal or Immediate Supervisor (Informal)**

An attempt shall be made to resolve any grievance in informal, verbal discussion between grievant and his/her principal or supervisor.

**B. Level Two - Principal (Formal)**

If the grievance cannot be resolved informally, the grievant shall file the grievance in writing on the form attached to the agreement as Schedule A. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated, dated, and shall state the remedy requested. The principal shall make a decision on the grievance and communicate it in writing to the employee, the association, and the superintendent within seven (7) calendar days after the receipt of the grievance. In the

event a grievance has not been satisfactorily resolved at Level Two, the grievant shall file, within seven (7) calendar days of the principal's written decision at Level Two, a copy of the grievance with the superintendent.

**C. Level Three - Superintendent**

Within seven (7) calendar days after such written grievance is filed, the grievant and the superintendent or his/her designee shall meet to resolve the grievance. The superintendent or his/her designee shall file an answer within thirty (30) calendar days of the third step grievance meeting and communicate it in writing to the employee, the principal, and the association stating the outcome of the meeting.

**D. Level Four - Arbitration**

1. If the association determines that the grievance is meritorious, it may submit the grievance to arbitration within ten (10) calendar days of the date of disposition by the superintendent. The association shall have the right to provide all board members with a copy of any written grievance that has been filed and the responses from the principal and superintendent.
2. Within ten (10) calendar days after written notice to the employer of submission to arbitration, the employer and association shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, either party shall make a written request for a list of arbitrators to the Public Employment Relations Board. The list shall consist of five (5) arbitrators and the party who is requesting the grievance arbitration shall remove the first name from the list. Within seven (7) calendar days after receipt of said panel of arbitrators, the parties will meet to select the sole arbitrator at one setting. The person whose name remains shall be the sole arbitrator.
3. The arbitrator so selected shall confer with the representatives of the board and association. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of the agreement. The decision of the arbitrator shall be submitted to the board and association and shall be final and binding. The arbitrator's decision shall not amend, modify, nullify, ignore, or add to the provisions of this agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her by the employer and the association and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the agreement.
4. The cost for the service of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the board and the association. The party incurring the expenses shall pay any other expenses incurred.

**6.6 Year-End Grievance**

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

**6.7 Miscellaneous**

**A. Separate Grievance File**

Grievances shall not be placed in personnel files.

**B. Information for Grievance**

The employer agrees to provide access to information relevant to the processing of grievances to the extent required by law.

## **ARTICLE VII IMPASSE PROCEDURES**

**7.1 Mediation**

If, by one hundred twenty (120) days prior to the certified budget submission date, the parties have not reached agreement upon any items subject to Section 9 of PERB, either party may call for mediation upon delivering a written request for mediation to the other party. By mutual agreement the parties may call for mediation at an earlier date.

If mediation is called for as aforesaid, a joint request will be made for the services of the Federal Mediation & Conciliation Service to seek to bring the parties together to effectuate a settlement of the dispute. If the services are unavailable then the parties will select an impartial and disinterested person to act as the mediator.

**7.2 Arbitration**

If the impasse persists for thirty (30) days from the first meeting of the parties with the mediator, the parties may continue to negotiate, or either party may call for arbitration, which shall be binding, upon delivering a written request for arbitration to the other party. A panel, consisting of three arbitrators, shall be appointed in the following manner:

1. One member shall be appointed by the public employer.
2. One member shall be appointed by the employee organization.

3. One member shall be appointed mutually by the members appointed by the public employer and the employee organization. The last member appointed shall be the chairman of the panel of arbitrators. No member appointed shall be an employee of the parties.

The board and the association shall submit to the panel, upon notification by the arbitrators, a final offer on specific impasse item(s). Each party shall also submit a copy of the draft of the agreements previously made. The parties may continue to negotiate all offers until agreement is reached or until the arbitrators render a decision. The arbitrators shall select within ten (10) days after the arrival, the most reasonable offer in their judgment of the final offers on each impasse item submitted by the parties. The arbitrators shall not compromise nor alter any of the items in the final offer submitted.

The public employer and employee organization shall each pay the fees and expenses incurred by the arbitrator each selected. The fee and expenses of the chairman of the panel shall be shared equally. Any expenses for witnesses called or counsel used shall be borne by the party calling or using such.

## **ARTICLE VIII LAYOFF AND RECALL PROCEDURE**

### **8.1 Layoffs**

The employer has the sole discretion to determine the necessity for an implementation of a layoff of the work force; however, the employer will consider attrition. Except in cases of emergency, notice of layoff will be given at least two (2) weeks in advance of the layoff or two (2) weeks pay in lieu thereof. If a layoff is deemed necessary, the employer shall base his decision on the relative skill, ability, competence, qualification, experience, and seniority of available employees to do the work in each category. If a choice must be made between two or more employees of equal skill, ability, competence, qualification, and experience, the employee(s) with the least seniority will be laid off. Categories are Associate, Associate SP, Secretary, Bus Driver, Cook, and Custodian.

### **8.2 Recall**

Any employee laid off because of staff reduction shall be eligible for recall for two (2) years from the effective date of the original layoff to the same position from which the employee was reduced. An employee recalled from layoff, shall be notified as far in advance as possible by certified mail, return receipt requested, mailed to the last address as shown on employer's records. Any employee so called back must return within fourteen (14) consecutive calendar days after receiving such notice, or at the time and date indicated in the notice, whichever is later. Any employee failing to do so shall automatically lose his seniority rights and shall be terminated. An employee shall be considered as having received notice of the recall as of the date such notice is delivered to his last known address; as reflected by the employer's records. It is the employee's responsibility to keep the employer informed of his current address and phone number. Employees on layoff shall be recalled in the reverse order of lay off. Probationary, temporary, and seasonal employees have no recall rights.

## **ARTICLE IX TRANSFERS**

When a vacancy occurs in a position within a bargaining unit, the employer shall post a notice of the vacancy for a period of one (1) school working day, or at the employers' discretion, ten (10) school working days, in each building. In addition, notification will be given to the president or an officer of the bargaining unit. The deadline for filing a request for transfer shall be specified in the vacancy notice that is posted.

The superintendent shall have final decision in all cases of transfer and may transfer employees for the improvement of the school system as a whole.

Employee requested transfer from building to building, however, are made as follows:

1. Requesting transfers - All requests for the following year should be in writing in the form of a letter sent to the superintendent or designed representative. This letter should contain specific reasons for requesting the transfer.
2. Time Limitations - Requests for transfer are kept only for one school year. Renewal must be made each school year.

## **ARTICLE X DISMISSAL**

Either party may terminate employee contracts by giving two weeks written notice. Immediate dismissal by the superintendent shall entitle the employee to two weeks' compensation from the date of dismissal.

## **ARTICLE XI HEALTH AND SAFETY MATTERS**

All employees shall be required to have a physical examination within the third (3rd) year. The school physical exam form shall be used and returned to the board secretary during the year in which required. Upon receipt of actual total billing, the district will pay up to fifty dollars for the physical examination. The employee will pay any charges in excess of this

sum. The board will be responsible for fifty dollars (\$50) of the total billing for the initial physical examination required for newly hired employees.

Employees are encouraged to be alert for unsafe conditions and practices and to report these immediately to the appropriate principal.

Employees will be held responsible for the reasonable use and care of materials, equipment, and devices provided the employee.

## **ARTICLE XII HOURS OF WORK AND OVERTIME**

### **12.1 Working Day**

The employer shall establish the hours of work. Except in emergency situations, two (2) days notice shall be given to affected employees of the change in the schedule of hours to be worked. The full-time employee work time shall include daily work and shall be no less than thirty (30) hours per week, exclusive of the lunch break, excepting associates, and secretaries, who shall be on call during breaks. Flexible lunch break arrangements may be made with the administration.

At the employer's discretion, compensatory time off at time and one-half or overtime pay at the rate of one and one-half the employee's straight time hourly rate, shall be granted to an eligible employee required to work in excess of forty (40) hours per week.

### **12.2 Meetings**

Employees shall attend such meetings (inservice, staff, parent-teacher conferences, subject area meetings, etc.) and other activities called by an administrator for coordinating the work of employees in the school program. Employees will be required to come in before or remain after the end of the regular workday for the purpose of attending such meetings.

## **ARTICLE XIII VACATIONS**

### **13.1 Vacations**

The vacations for twelve-month employee shall be as follows:

|                     |   |
|---------------------|---|
| From 0 to 12 months | Every two months of work equals one day of vacation |
| 1 year to 9 years   | 10 days   |
| 10 years and over   | 15 days   |

Employees shall schedule vacation time during the summer months when the regular school term is not in session. Employees may take two days vacation on non-teaching days with administrative approval.

Employees who terminate prior to June 30 of the contract year will be credited for vacation that has been earned up to the point of termination.

Employees covered under this provision shall file under the personal leave form with their immediate supervisor, as they schedule their vacation periods.

### **13.2 Miscellaneous**

Any employee who is laid off, discharged, retired, or resigns prior to taking his/her vacation shall be compensated for the unused vacation accumulated at the time of separation.

## **ARTICLE XIV HOLIDAYS**

### **14.1 Holidays**

Full-time twelve-month employees shall receive the following holidays:

- |   |                                     |
|---|-------------------------------------|
| • July 4 <sup>th</sup>  | • Labor Day                         |
| • Thanksgiving Day  | • Friday following Thanksgiving Day |
| • Christmas Day   | • Day following Christmas Day       |
| • New Year's Day  | • Memorial Day                      |
| • One floating holiday (at employee's request and requiring two days' notice) |                                     |

Full-time eleven-month employees shall receive the following holidays:

- |                        |                                     |
|------------------------|-------------------------------------|
| • July 4 <sup>th</sup> | • Labor Day                         |
| • Thanksgiving Day     | • Friday following Thanksgiving Day |
| • Christmas Day        | • Day following Christmas Day       |
| • New Year's Day       | • Memorial Day                      |

Full-time nine and ten month employees shall receive the following holidays:

- |                                     |                    |
|-------------------------------------|--------------------|
| • Labor Day                         | • Thanksgiving Day |
| • Friday following Thanksgiving Day | • Christmas Day    |
| • Day following Christmas Day       | • New Year's Day   |

- Memorial Day

#### **14.2 Eligibility**

Any employee shall be eligible for holiday pay if he/she would have been scheduled to work on that day and if he/she worked the last scheduled day prior to the holiday and the next scheduled day following unless excused by the employer. Illness would not make an employee ineligible for holiday pay. The winter holiday has three holiday paydays. If an employee misses the day before Christmas break without an excused absence, he/she forfeits 1.5 days of holiday pay. If an employee misses the day after Christmas break without an excused absence, he/she forfeits 1.5 days of holiday pay.

#### **14.3 Holiday Pay**

Eligible employees who perform no work on a holiday shall be paid at their usual hourly rate, based on the number of hours they regularly work, not to exceed eight (8) hours a day.

#### **14.4 Holiday Work**

If an employee is requested to work on a holiday, he/she shall be paid time and one-half for all hours worked.

If a holiday falls on a Saturday or Sunday, either Friday or Monday may be used, providing classes are not in session.

#### **14.5 Vacations**

The vacations for twelve-month employee shall be as follows: From 0 to 12 months - every two months of work equals one day of vacation

### **ARTICLE XV LEAVES OF ABSENCES**

#### **15.1 Sick Leave**

Leave of absence for personal illness or injury will be granted in the following amounts:

|   |                |
|---|----------------|
| 1st year of employment                      | - 10 work days |
| 2nd year of employment                      | - 11 work days |
| 3rd year of employment                      | - 12 work days |
| 4th year of employment                      | - 13 work days |
| 5th year of employment                      | - 14 work days |
| 6th year and subsequent years of employment | - 15 work days |

The above amounts shall only apply to consecutive years of employment in the Woodward-Granger Community School District and unused portions shall be accumulated up to a total of one hundred five (105) work days. In order to qualify for payment, the employer may require such evidence as it deems necessary to substantiate the absence. It shall be the employee's responsibility to notify the employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute. Sick leave cannot be used where deferment of treatment or medical service would be possible at a time other than during the school year. Allotted sick leave days may be used for medical appointment, sick leave or care for his or her immediate family. The amount of time requested by the employee shall be approved by the administration in advance in one-hour increments. The maximum accumulated sick leave days shall be one hundred five (105) and the maximum usable days shall be one hundred twenty (120).

Each employee shall receive three and a half hours of their regularly scheduled pay for each day of sick leave not used in a school year over 105 maximum accumulated days.

#### **15.2 Business/Personal Leave**

At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal business. A personal business day, with pay, may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day shall notify his/her principal at least one day in advance, except in cases of emergency. The employee may not take a personal day immediately before or after a holiday, or the end of a semester. For all unused personal leave, the employee shall be reimbursed in the amount equal to the per diem pay of substitute pay.

The administration may limit the number of leaves for any given day in order to assure maintenance of the normal standard of educational services provided by the district, except that the administration must grant a minimum of one leave per qualifying day (as per restrictions in paragraph one of this section) for K-5 and 6-12 grade levels.

When an employee has two (2) consecutive years at the maximum accumulated sick leave days (105), the employee shall earn one additional personal leave day for the year this goal is earned. The employee shall be reimbursed in the amount equal to the per diem pay of substitute pay if this day is not used.

When an employee has four (4) consecutive years at the maximum accumulated sick leave days (105), the employee shall earn two additional personal leave days for the year this goal is earned. The employee shall be reimbursed in the amount equal to the per diem pay of substitute pay if these days are not used.

### **15.3 Bereavement Leave**

A maximum of four (4) days with pay per occurrence will be granted for a death in the employee's immediate family. Immediate family shall be interpreted to include spouse, child, parent, sister, brother, grandparent, grandchild, mother- father- sister- brother- son- or daughter-in-law.

A maximum of one (1) day per year will be granted for the death of a close friend.

A maximum of one (1) day per year will be granted for the death of an aunt/uncle.

Bereavement leave must be taken for the day of the death, between time of death and funeral, or consecutive working days after the funeral. This leave is not cumulative.

### **15.4 Emergency Leave**

A maximum of four (4) days with pay per contract year will be granted for serious illness, hospitalization, or an emergency situation in the employee's immediate family. Immediate family shall be interpreted to include spouse, child, parent, sister, brother, grandparent, grandchild, mother- father- sister- brother- son- or daughter-in-law. This leave is not cumulative.

Definitions:

Serious illness - Any illness needing continuous care, that is certified by an attending physicians statement indicating home care in lieu of hospitalization.

Emergency - An accident that requires immediate attention of the employee.

Hospitalization - Under hospital care.

### **15.5 Absence without Pay**

Absence without pay may be authorized at the superintendent's discretion. The employee shall make application for authorization at least five (5) school days in advance of the beginning of the absence. In emergency situations, shorter notice may be acceptable.

### **15.6 Pay on Early Release or Late Start Days**

On early release days or late start days due to inclement weather, employees shall not receive pay unless they are on the job. Employees may work in these situations only with principal or superintendent approval.

### **15.7 Payments for Leaves During Probationary Period**

No new employee shall be paid for any leave of absence until they have completed a minimum of 10 days of employment. Upon completion of the 10<sup>th</sup> day, all approved employee leaves, which occurred during the first 10 days of employment, shall be paid at the next pay period. Any employee who resigns, abandons his/her position, or is dismissed in the 10-day probationary period, shall not be paid for any absent days.

### **15.8 Jury Leave**

Any employee called for jury duty during school hours shall be provided such time with pay. Any fees or remuneration, excluding mileage or parking reimbursement, received by the employee during such leave, shall be turned over to the District.

## **ARTICLE XVI INSURANCE**

### **16.1 Hospital/Major Medical Insurance**

A. The District shall pay all but one dollar (\$1) of the single monthly rate premium on regular full-time employees; said employees to pay the balance. For regular part-time employees, the employer's single premium contribution will be on a pro-rata basis and the balance paid by said employee. Married couples may apply both single rates toward the purchase of the family plan.

B. Beginning with the 2003-2004-contract year all classified employees will be offered only the PPO250 plan. The board shall select the insurance program carriers provided the insurance coverage shall be comparable to the previous school year.

C. Fifty-dollars shall be paid toward family coverage by the district.

E. Each employee shall choose between receiving the maximum salary set forth on the salary schedule in the form of salary or receiving family coverage hospital, surgical, and major medical insurance. An employee who elects to have the district pay the premium for family coverage will be paid a salary reduced by the amount of such a premium. This section of the contract in its entirety shall not be grievable.

### **16.2 Workers' Compensation and School Liability**

The association and board will make available to all employees summaries of the workers' compensation and school liability coverage.

### **16.3 Disability Insurance**



The district shall pay the premium for disability insurance coverage up to a maximum of ten dollars (\$10) monthly, with coverage to include up to 60% of the employee(s) salary or policy limit until age 65.

**16.4 Coverage**

The board provided insurance programs covered by the agreement shall be for twelve (12) consecutive months. The effective date of insurance coverage for new employees shall be the earliest date allowed by the insurance carrier.

**16.5 Continuation**

Employees on paid leave shall continue to have board contributions made according to the level described above.

**16.6 Group Term Life Insurance**

Each employee shall be covered by group term life insurance paid for by the district that provides a minimum death benefit of fifty thousand dollars (\$50,000) with accidental and dismemberment benefit. The board shall select the insurance program carriers.

**16.7 Dental**

The district will provide a single plan with orthodontics for full time employees. For regular part-time employees, the employer's single premium contribution will be on a pro-rata basis and the balance paid by said employee. Married couples may apply both single rates toward the purchase of the family plan. Employees choosing the family plan will pay the difference between the single and family plan.

**ARTICLE XVII  
SENIORITY PROVISIONS**

Seniority means an employee's length of continuous service since the employee's full-time or regular part-time date of employment. Change of job classification shall be solely at the discretion of the employer.

As long as an employee is employed in the same classification by the employer, his/her seniority continues to accumulate.

For the purpose of seniority a full-time employee is defined as one whose job assignment includes daily work and no less than thirty hours per week. A regular part-time employee is defined as one whose job assignment includes no less than two hours daily and/or no less than ten hours per week.

Employees shall be allowed a maximum of eight years seniority accrual within the district transferable to a change in classification.

The hiring date is determined to be the date and time written on the hire form, indicating the principal is recommending the employee be hired pending board approval. This date and time will be completed as soon as possible after the employee is notified of the principal's recommendation. The superintendent is to send a copy of each hire form to the association president.

**ARTICLE XVIII  
WAGES AND SALARIES**

**18.1 Schedules**

The salary schedules of employees are set forth in the schedules which are attached hereto and made a part hereof.

**18.2 Placement on the Salary Schedule**

Initial placement of the employee on the salary schedule is based upon the employee's training and experience as determined by the employer. Employees shall be placed no higher than step eight when employed for the first time. Employees shall be allowed a maximum of eight years seniority accrual within the district transferable to a change in classification.

**18.3 Advancement on the Salary Schedule**

Employees on the regular salary schedule, with board approval, shall be granted an increment. Employees whose hourly rate exceeds the appropriate salary schedule placement shall be frozen on a step and hourly rate until the salary schedule rates exceed the hourly rate received. Employees may be evaluated every other year or more often at the employer's discretion. If an employee receives a poor overall evaluation, the superintendent may deny a portion of that person's yearly increment (the step increase). If the employee's performance is satisfactory by December 1 of that same year, that increment will be granted from that point on.

**18.4 Advancement**

A year of service consists of employment in the district for one-half or more consecutive days of their annual individual contract in one school year.

**18.5 Temporary Assumption of Head Cook or Custodian Responsibilities**

An employee who temporarily assumes head cook or custodian responsibilities for more than five consecutive days shall be compensated at the head position wages at said employee's current step, starting on the sixth day and for the duration of the temporary assignment. Each temporary situation shall be unique in nature, which means the five-day period starts over in each new situation.

**18.6 Activity and Field Trip Bus Driving**

Trips where an overnight stay is required will be paid at \$9.00 per hour with eight (8) hours deducted for sleep. Granger/Woodward shuttles will be \$15.00 per round trip. Activity/field trips will be paid at \$9.00 per hour to include prep time with a \$15.00 minimum per trip.

**18.7 Method of Payment**

Each employee shall be paid twice a month, on the fifteenth (15th) and thirtieth (30th), in twenty-four (24) installments. Employees shall receive their pay via electronic deposit.

**18.8 Final Pay**

Employee(s) leaving the system shall have the option of receiving all or any part of his/her earned contracted salary on the first pay period following completion of the in-school work year providing the employee gives thirty (30) calendar days notice prior to the pay period and said payment shall not create an over expenditure of the budget.

**18.9 Summer Pay Stubs**

Summer pay stubs shall be mailed to the address designated by the employee.

**18.10 Staff Development**

Optional staff development will be reimbursed at \$5.00 per hour for a limit of 14 hours per year subject to these conditions:

- a. Classes must be approved in advance by the administration
- b. Classes must be outside regular school day
- c. Staff development must qualify employee for substitute certificate in specific classroom assigned

**ARTICLE XIX  
PUBLIC EMPLOYER RIGHTS**

Public employers shall have, in addition to all powers, duties, and rights established by constitutional provision, statute, ordinance, charge, or special act, the exclusive power, duty, and right to:

1. Direct the work of its public employees
2. Hire, promote, demote, transfer, assign, and retain public employees in positions within the public agency.
3. Suspend or discharge public employees.
4. Maintain the efficiency of governmental operations.
5. Relieve public employees from duties because of lack of work or other legitimate reasons.
6. Determine and implement methods, means, assignments, and personnel by which the public employers operations are to be conducted.
7. Take actions as may be necessary to carry out the mission of the public employer.
8. Initiate, prepare, certify, and administer its budget.
9. Exercise all powers and duties granted to the public employer by law.

**ARTICLE XX  
PUBLIC EMPLOYEE RIGHTS**

Public Employees shall have the right to:

1. Organize, or form, join, or assist any employee organization.
2. Negotiate collectively through representatives of their own choosing.
3. Engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection insofar as any such activity is not prohibited by this Act or any other law of the state.
4. Refuse to join or participate in the activities of employees' organizations, including the payment of any dues, fees, or assessments or service fees of any type.

**ARTICLE XXI  
NO STRIKE - NO LOCKOUT**

The parties agree to faithfully abide by all applicable provisions of the Iowa Public Employment Relations Act. Specifically, neither the union, its officers, or agents, nor any of the employees covered by this agreement shall violate sections 10 or 12 of the Iowa Public Employment Relations Act.

Any or all employees who violate any of the provisions of this article may be discharged, or otherwise disciplined.

The employer agrees to abide by section 12 of the act, regarding the prohibition of lockout.

**ARTICLE XXII  
ENTIRE AGREEMENT AND WAIVER CLAUSE**

This agreement supersedes and cancels all previous agreements, contracts, and practices between the district and the employee organization, unless expressly stated to the contrary herein, and together with any mutually agreed to amendments, supplemental hereto, constitutes the entire agreement between the parties and concludes collective bargaining during its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and

opportunity are set forth in this agreement, each voluntarily and unqualified waives any right to bargain, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this agreement during its term.

### ARTICLE XXIII COMPLIANCE AND DURATION

#### 23.1 Compliance Clause

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law then such provision of application shall not be deemed valid and subsisting except to the extent permitted by law.

#### 23.2 Printing Agreement

The board shall provide copies of this agreement to all employees now employed and hereafter employed. The board shall provide the association with ten (10) additional copies.

#### 23.3 Notices

Whenever notice is required to be given by either of the parties to this agreement to the other, either party shall do so by letter to the following:

1. If by association - board president and superintendent
2. If by board - association president and chief negotiator

#### 23.4 Terms of Agreement

This Agreement shall be effective commencing on July 1 of every year and running through June 30 of the following year. If either party should desire to amend, modify, or terminate this agreement, notice shall be given to the other party expressing such intention.

#### 23.5 Signature Clause

In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their chief negotiators, and their signatures placed thereon on or about July 1 of the year of the contract.

|  |   |
|--|---|
| WOODWARD-GRANGER<br>SUPPORT STAFF ASSOCIATION      | WOODWARD-GRANGER CSD<br>BOARD OF EDUCATION  |
| By <u><i>Valentine B. Raulo</i></u><br>President   | By <u><i>Howard Schutt</i></u><br>President |
| By <u><i>Roberta C. McMaster</i></u><br>Negotiator | By <u><i>[Signature]</i></u><br>Negotiator  |

### SCHEDULE A

#### GRIEVANCE REPORT

Woodward-Granger CSD

Date Filed: \_\_\_\_\_

\_\_\_\_\_  
(Building)

#### Distribution of Form:

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

\_\_\_\_\_  
(Name of Aggrieved)

### LEVEL II

A. Date Violation occurred: \_\_\_\_\_

B. Section(s) of Contract Violated: \_\_\_\_\_

C. Statement of Grievance: \_\_\_\_\_

D. Relief Sought: \_\_\_\_\_

(Signature)

(Date)

E. Disposition by Principal or Immediate Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Immediate Supervisor)

(Date)

LEVEL III

A. \_\_\_\_\_

(Signature of Aggrieved)

\_\_\_\_\_  
(Date received by Superintendent)

B. Disposition by Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_  
(Signature of Superintendent or Designee)

(Date)



WGSSA 07-08  
Salary Scale

| Steps | Associate<br>I | Para<br>I | Associate<br>II | Para<br>II | Associate<br>III | Para<br>III | Associate<br>SPI | Para<br>SPI | Associate<br>SPII | Para<br>SPII | Associate<br>SPIII | Para<br>SPIII |
|-------|----------------|-----------|-----------------|------------|------------------|-------------|------------------|-------------|-------------------|--------------|--------------------|---------------|
| 1     | \$9.34         | \$9.61    | \$9.79          | \$10.02    | \$10.24          | \$10.47     | \$11.03          | \$11.27     | \$11.43           | \$11.63      | \$11.83            | \$12.03       |
| 2     | \$9.59         | \$9.86    | \$10.04         | \$10.27    | \$10.49          | \$10.72     | \$11.28          | \$11.52     | \$11.68           | \$11.88      | \$12.08            | \$12.28       |
| 3     | \$9.89         | \$10.16   | \$10.34         | \$10.57    | \$10.79          | \$11.02     | \$11.58          | \$11.82     | \$11.98           | \$12.18      | \$12.38            | \$12.58       |
| 4     | \$10.19        | \$10.46   | \$10.64         | \$10.87    | \$11.09          | \$11.32     | \$11.88          | \$12.12     | \$12.28           | \$12.48      | \$12.68            | \$12.88       |
| 5     | \$10.49        | \$10.76   | \$10.94         | \$11.17    | \$11.39          | \$11.62     | \$12.18          | \$12.42     | \$12.58           | \$12.78      | \$12.98            | \$13.18       |
| 6     | \$10.79        | \$11.06   | \$11.24         | \$11.47    | \$11.69          | \$11.92     | \$12.48          | \$12.72     | \$12.88           | \$13.08      | \$13.28            | \$13.48       |
| 7     | \$10.89        | \$11.16   | \$11.34         | \$11.57    | \$11.79          | \$12.02     | \$12.58          | \$12.82     | \$12.98           | \$13.18      | \$13.38            | \$13.58       |
| 8     | \$10.99        | \$11.26   | \$11.44         | \$11.67    | \$11.89          | \$12.12     | \$12.68          | \$12.92     | \$13.08           | \$13.28      | \$13.48            | \$13.68       |
| 9     | \$11.09        | \$11.36   | \$11.54         | \$11.77    | \$11.99          | \$12.22     | \$12.78          | \$13.02     | \$13.18           | \$13.38      | \$13.58            | \$13.78       |
| 10    | \$11.19        | \$11.46   | \$11.64         | \$11.87    | \$12.09          | \$12.32     | \$12.88          | \$13.12     | \$13.28           | \$13.48      | \$13.68            | \$13.88       |
| 11    | \$11.29        | \$11.56   | \$11.74         | \$11.97    | \$12.19          | \$12.42     | \$12.98          | \$13.22     | \$13.38           | \$13.58      | \$13.78            | \$13.98       |
| 12    | \$11.39        | \$11.66   | \$11.84         | \$12.07    | \$12.29          | \$12.52     | \$13.08          | \$13.32     | \$13.48           | \$13.68      | \$13.88            | \$14.08       |
| 13    | \$11.49        | \$11.76   | \$11.94         | \$12.17    | \$12.39          | \$12.62     | \$13.18          | \$13.42     | \$13.58           | \$13.78      | \$13.98            | \$14.18       |
| 14    | \$11.59        | \$11.86   | \$12.04         | \$12.27    | \$12.49          | \$12.72     | \$13.28          | \$13.52     | \$13.68           | \$13.88      | \$14.08            | \$14.28       |
| 15    | \$11.69        | \$11.96   | \$12.14         | \$12.37    | \$12.59          | \$12.82     | \$13.38          | \$13.62     | \$13.78           | \$13.98      | \$14.18            | \$14.38       |
| 16    | \$11.79        | \$12.06   | \$12.24         | \$12.47    | \$12.69          | \$12.92     | \$13.48          | \$13.72     | \$13.88           | \$14.08      | \$14.28            | \$14.48       |
| 17    | \$11.84        | \$12.11   | \$12.29         | \$12.52    | \$12.74          | \$12.97     | \$13.53          | \$13.77     | \$13.93           | \$14.13      | \$14.33            | \$14.53       |
| 18    | \$11.89        | \$12.16   | \$12.34         | \$12.57    | \$12.79          | \$13.02     | \$13.58          | \$13.82     | \$13.98           | \$14.18      | \$14.38            | \$14.58       |
| 19    | \$11.94        | \$12.21   | \$12.39         | \$12.62    | \$12.84          | \$13.07     | \$13.63          | \$13.87     | \$14.03           | \$14.23      | \$14.43            | \$14.63       |
| 20    | \$11.99        | \$12.26   | \$12.44         | \$12.67    | \$12.89          | \$13.12     | \$13.68          | \$13.92     | \$14.08           | \$14.28      | \$14.48            | \$14.68       |
| 21    | \$12.04        | \$12.31   | \$12.49         | \$12.72    | \$12.94          | \$13.17     | \$13.73          | \$13.97     | \$14.13           | \$14.33      | \$14.53            | \$14.73       |
| 22    | \$12.14        | \$12.41   | \$12.59         | \$12.82    | \$13.04          | \$13.27     | \$13.83          | \$14.07     | \$14.23           | \$14.43      | \$14.63            | \$14.83       |
| 23    | \$12.24        | \$12.51   | \$12.69         | \$12.92    | \$13.14          | \$13.37     | \$13.93          | \$14.17     | \$14.33           | \$14.53      | \$14.73            | \$14.93       |
| 24    | \$12.34        | \$12.61   | \$12.79         | \$13.02    | \$13.24          | \$13.47     | \$14.03          | \$14.27     | \$14.43           | \$14.63      | \$14.83            | \$15.03       |
| 25    | \$12.44        | \$12.71   | \$12.89         | \$13.12    | \$13.34          | \$13.57     | \$14.13          | \$14.37     | \$14.53           | \$14.73      | \$14.93            | \$15.13       |
| 26    | \$12.54        | \$12.81   | \$12.99         | \$13.22    | \$13.44          | \$13.67     | \$14.23          | \$14.47     | \$14.63           | \$14.83      | \$15.03            | \$15.23       |

30¢ to each cell

# WGSSA 07-08 Salary Schedule

| Step | Secretary | Bus Driver | Cook    | Head Cook | Custodian | Head Custodian | Food Service Director |
|------|-----------|------------|---------|-----------|-----------|----------------|-----------------------|
| 1    | \$9.80    | \$9.89     | \$8.69  | \$9.39    | \$9.69    | \$12.32        | \$11.71               |
| 2    | \$10.05   | \$10.14    | \$8.94  | \$9.64    | \$9.94    | \$12.57        | \$11.96               |
| 3    | \$10.35   | \$10.44    | \$9.24  | \$9.94    | \$10.24   | \$12.87        | \$12.26               |
| 4    | \$10.65   | \$10.74    | \$9.54  | \$10.24   | \$10.54   | \$13.17        | \$12.56               |
| 5    | \$10.95   | \$11.04    | \$9.84  | \$10.54   | \$10.84   | \$13.47        | \$12.86               |
| 6    | \$11.25   | \$11.34    | \$10.14 | \$10.84   | \$11.14   | \$13.77        | \$13.16               |
| 7    | \$11.35   | \$11.44    | \$10.24 | \$10.94   | \$11.24   | \$13.87        | \$13.26               |
| 8    | \$11.45   | \$11.54    | \$10.34 | \$11.04   | \$11.34   | \$13.97        | \$13.36               |
| 9    | \$11.55   | \$11.64    | \$10.44 | \$11.14   | \$11.44   | \$14.07        | \$13.46               |
| 10   | \$11.65   | \$11.74    | \$10.54 | \$11.24   | \$11.54   | \$14.17        | \$13.56               |
| 11   | \$11.75   | \$11.84    | \$10.64 | \$11.34   | \$11.64   | \$14.27        | \$13.66               |
| 12   | \$11.85   | \$11.94    | \$10.74 | \$11.44   | \$11.74   | \$14.37        | \$13.76               |
| 13   | \$11.95   | \$12.04    | \$10.84 | \$11.54   | \$11.84   | \$14.47        | \$13.86               |
| 14   | \$12.05   | \$12.14    | \$10.94 | \$11.64   | \$11.94   | \$14.57        | \$13.96               |
| 15   | \$12.15   | \$12.24    | \$11.04 | \$11.74   | \$12.04   | \$14.67        | \$14.06               |
| 16   | \$12.25   | \$12.34    | \$11.14 | \$11.84   | \$12.14   | \$14.77        | \$14.16               |
| 17   | \$12.30   | \$12.39    | \$11.19 | \$11.89   | \$12.19   | \$14.82        | \$14.21               |
| 18   | \$12.35   | \$12.44    | \$11.24 | \$11.94   | \$12.24   | \$14.87        | \$14.26               |
| 19   | \$12.40   | \$12.49    | \$11.29 | \$11.99   | \$12.29   | \$14.92        | \$14.31               |
| 20   | \$12.45   | \$12.54    | \$11.34 | \$12.04   | \$12.34   | \$14.97        | \$14.36               |
| 21   | \$12.50   | \$12.59    | \$11.39 | \$12.09   | \$12.39   | \$15.02        | \$14.41               |
| 22   | \$12.60   | \$12.69    | \$11.49 | \$12.19   | \$12.49   | \$15.12        | \$14.51               |
| 23   | \$12.70   | \$12.79    | \$11.59 | \$12.29   | \$12.59   | \$15.22        | \$14.61               |
| 24   | \$12.80   | \$12.89    | \$11.69 | \$12.39   | \$12.69   | \$15.32        | \$14.71               |
| 25   | \$12.90   | \$12.99    | \$11.79 | \$12.49   | \$12.79   | \$15.42        | \$14.81               |
| 26   | \$13.00   | \$13.09    | \$11.89 | \$12.59   | \$12.89   | \$15.52        | \$14.91               |

# WGSSA 07-08 Salary Scale

## Grandwood

| Steps | Associate<br>SPI | Para<br>SPI | Associate<br>SPII | Para<br>SPII | Associate<br>SPIII | Para<br>SPIII | Secretary<br>SP |
|-------|------------------|-------------|-------------------|--------------|--------------------|---------------|-----------------|
| 1     | \$11.17          | \$11.41     | \$11.57           | \$11.77      | \$11.97            | \$12.17       | \$11.17         |
| 2     | \$11.42          | \$11.66     | \$11.82           | \$12.02      | \$12.22            | \$12.42       | \$11.42         |
| 3     | \$11.72          | \$11.96     | \$12.12           | \$12.32      | \$12.52            | \$12.72       | \$11.72         |
| 4     | \$12.02          | \$12.26     | \$12.42           | \$12.62      | \$12.82            | \$13.02       | \$12.02         |
| 5     | \$12.32          | \$12.56     | \$12.72           | \$12.92      | \$13.12            | \$13.32       | \$12.32         |
| 6     | \$12.62          | \$12.86     | \$13.02           | \$13.22      | \$13.42            | \$13.62       | \$12.62         |
| 7     | \$12.72          | \$12.96     | \$13.12           | \$13.32      | \$13.52            | \$13.72       | \$12.72         |
| 8     | \$12.82          | \$13.06     | \$13.22           | \$13.42      | \$13.62            | \$13.82       | \$12.82         |
| 9     | \$12.92          | \$13.16     | \$13.32           | \$13.52      | \$13.72            | \$13.92       | \$12.92         |
| 10    | \$13.02          | \$13.26     | \$13.42           | \$13.62      | \$13.82            | \$14.02       | \$13.02         |
| 11    | \$13.12          | \$13.36     | \$13.52           | \$13.72      | \$13.92            | \$14.12       | \$13.12         |
| 12    | \$13.22          | \$13.46     | \$13.62           | \$13.82      | \$14.02            | \$14.22       | \$13.22         |
| 13    | \$13.32          | \$13.56     | \$13.72           | \$13.92      | \$14.12            | \$14.32       | \$13.32         |
| 14    | \$13.42          | \$13.66     | \$13.82           | \$14.02      | \$14.22            | \$14.42       | \$13.42         |
| 15    | \$13.52          | \$13.76     | \$13.92           | \$14.12      | \$14.32            | \$14.52       | \$13.52         |
| 16    | \$13.62          | \$13.86     | \$14.02           | \$14.22      | \$14.42            | \$14.62       | \$13.62         |
| 17    | \$13.72          | \$13.96     | \$14.12           | \$14.32      | \$14.52            | \$14.72       | \$13.72         |
| 18    | \$13.82          | \$14.06     | \$14.22           | \$14.42      | \$14.62            | \$14.82       | \$13.82         |
| 19    | \$13.92          | \$14.16     | \$14.32           | \$14.52      | \$14.72            | \$14.92       | \$13.92         |
| 20    | \$14.02          | \$14.26     | \$14.42           | \$14.62      | \$14.82            | \$15.02       | \$14.02         |
| 21    | \$14.12          | \$14.36     | \$14.52           | \$14.72      | \$14.92            | \$15.12       | \$14.12         |
| 22    | \$14.22          | \$14.46     | \$14.62           | \$14.82      | \$15.02            | \$15.22       | \$14.22         |
| 23    | \$14.32          | \$14.56     | \$14.72           | \$14.92      | \$15.12            | \$15.32       | \$14.32         |
| 24    | \$14.42          | \$14.66     | \$14.82           | \$15.02      | \$15.22            | \$15.42       | \$14.42         |
| 25    | \$14.52          | \$14.76     | \$14.92           | \$15.12      | \$15.32            | \$15.52       | \$14.52         |
| 26    | \$14.62          | \$14.86     | \$15.02           | \$15.22      | \$15.42            | \$15.62       | \$14.62         |